



8

SAINT ANDREW'S HOSPITAL

FOR

MENTAL DISEASES,

AT

NORTHAMPTON.

REGULATIONS.

1879.

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N.B.—This Index is intended to facilitate references to the General Rules, not to be a summary of or substitute for them.

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REGULATIONS.

I.

On and after the first day of January, 1879, this Institution theretofore called "The Northampton General Lunatic Asylum" shall be known and distinguished as "Saint Andrew's Hospital for Mental Diseases," and the Management thereof shall be placed in the hands of Directors, qualified and constituted as hereinafter-mentioned.

Name of the Institution.

II.

The Institution shall consist of a President, the Lord-Lieutenant of the County for the time being; and Vice-Presidents, Directors, and such number of officers and servants as shall from time to time be deemed necessary.

Its constitution.

III.

Benefactors of twenty pounds, in one or more payments, shall be Directors for life. If at any time the number of Directors, so qualified, shall become less than seventy, the remaining Directors shall fill up the vacancies, till that number be completed, from persons resident within the County of Northampton, such persons to be in the Commission of the Peace of the said County, or of the Borough of Northampton, or Liberty of Peterborough, or to have been recommended by the Committee at a Quarterly Court, previously to the Quarterly Court at which such persons, so recommended, shall be proposed for election.

Qualifications of Directors.

IV.

A General Court of Directors shall be held annually, on the last Wednesday in February, and once a quarter, on the last Wednesdays in January, April, July, and October, at the Asylum, for conducting and managing the general affairs and business of the Institution. Any five to be a quorum. Notice of these Meetings shall be given in two of the County Newspapers on the Saturday preceding the

General Courts of the Directors.

Notice of same

day of Meeting. If in any case the day above appointed for the Meeting of a General Court be inconvenient, another day may be fixed by the Committee of Management or their Chairman or Vice-Chairman.

V.

Committee of
Management
(see p. 4).

Vacancy—
how supplied.

At the Annual Court in February, the Directors shall choose eighteen of their number as a Committee of Management, who are to meet at least once a month, or oftener if necessary. Any three Members of such Committee to be a quorum. In the event of any vacancy in the Committee the Directors may, at their next Quarterly Court, supply such vacancy. The President and Vice-Presidents to be ex-officio Members of all Committees.

VI.

House
Visitors.

There shall be a Committee of House Visitors of six Members; four being appointed by the Quarterly Court, of whom two only shall be Members of the Committee of Management, the other two Members to be appointed by the Committee of Management from the list of Directors in monthly rotation.

VII.

County and
Borough Ma-
gistrates to be
ex-officio Visi-
tors.

The Institution shall always be open to the visits of Magistrates of the County of Northampton, the Borough of Northampton, the Liberty of Peterborough, and all other Boroughs in the County; and they are empowered to make remarks on the state of the Institution in the House Visitors' Book.

VIII.

Treasurer
(see p. 7).

A Treasurer or Treasurers shall be annually elected at the General Court in February, who shall give such security as the Court may require.

IX.

Auditors.

Two Directors, not being Members of the Committee of Management, shall be annually chosen at the General Court in February, to inspect and audit the accounts of the Institution; or the Court or Committee of Management may at any time appoint a Paid Auditor.

X.

Rules, how
made.

The Directors, at their Quarterly Courts, shall have full power to make such Rules for the government of the Insti-

tution, as to them shall seem meet ; but no new Rule shall have the force of a law until it has been confirmed by a Quarterly Court subsequent to that at which it has been made, and received the sanction of the Secretary of State.

XI.

The general management of the House under the direction Officers. of the Committee of Management, shall be conducted by a Medical Superintendent, with the assistance of such officers and servants as the Court or the Committee of Management shall from time to time appoint. The Superintendent and Matron shall both be Members of the Church of England.

XII.

The Officers shall be appointed either at a Quarterly Officers, how Court or at a Special Court ; at least three weeks' notice of appointed. any intended appointment having been given in two Creation of a of the County Newspapers ; but no new Office shall New Office. be created or alteration of salary made, or pension or Alteration of gratuity granted, except at a Quarterly Court, after notice Salaries. given at a preceding Quarterly Court.

XIII.

The Secretary shall, upon the requisition of the Presi- Special Court, dent, any one of the Vice-Presidents, the Committee of how convened, Management, or any five Directors, summon a Special and purpose of Court, upon giving ten days' notice at least by advertise- same. (See Rules 10 and 12.) ment in two of the County Newspapers. The business intended to be brought forward at every Special Court shall be particularly expressed in the advertisement ; and the judgment respecting such special business shall be final. No Officer shall be dismissed by a Special Court, unless such Court is summoned by direction of the Committee of Management.

XIV.

At all Committee Meetings the Chairman, on any division Method of of opinion, shall take the sense of the Meeting by show of Voting. hands. The same course shall be pursued at General or Special Courts, whether held for the purpose of election or otherwise, except when the Chairman shall be required at

such General or Special Court by three present Directors to take the votes in writing ; in such case every Director shall have one vote ; those who shall have contributed fifty pounds shall have two votes ; and those who shall have contributed one hundred pounds and upwards shall have three votes.

Ladies may
Vote by Proxy
at Elections.

Ladies shall be allowed to vote by proxy at elections (the proxy being a Director), in the same manner as donors of equal value ; but no other proxy shall be allowed on any occasion whatever.

Provided always, that no Director shall be entitled to vote until four months after he shall have become qualified.

XV.

Committee—
restrictive
clause.

No member of any Committee shall supply articles to the Institution, or follow any profitable employment therein.

XVI.

Officers and
Servants—re-
strictive clause

No Officer or Servant of the Institution shall, on any account, receive money or presents from the patients or their friends.

COMMITTEE OF MANAGEMENT.

XVII.

Times of
Meeting.

The Committee of Management shall meet at the Asylum at twelve o'clock on the last Wednesday in each month, or at such other times as they or their Chairman or Vice-Chairman may appoint.

XVIII.

To elect Chair-
man and Vice-
Chairman an-
nually.

They shall, at their first Meeting in each year, elect a Chairman, and Vice-Chairman for the ensuing year : and at all times have full power to appoint Sub-Committees for the more convenient transaction of the business of the Institution.

Sub-Com-
mittees.

XIX.

Routine of
each Meeting.

They shall attend to the admission of Patients, and settle their terms of payments : they shall inspect the House Visitors' Book, the Medical Books as required to be kept by statute, the Superintendent's Journal, the House Surgeon's Diary, and the Steward's Day Book ; and shall take into

consideration any suggestions that may be submitted to them for the comfort of the Patients, and better regulation of the Establishment. Any Officer shall be entitled to make any suggestion or representation to the Committee of Management, which shall be laid before the next Meeting of the Committee, by the Superintendent. They shall have power, in the event of any office becoming vacant, to take such preliminary steps as may be necessary, by advertising the same, by receiving and examining testimonials, and by recommending to the General or Special Court of Directors the names of those candidates whom they consider most eligible.

Duties on any office becoming vacant.

XX.

They shall from time to time settle the number of Attendants, Servants, and Artizans necessary to be kept or employed in the Establishment ; and attend to their hiring and discharge ; taking into consideration every report and recommendation of the Superintendent relative thereto.

Attendants, Servants, and Artizans.

XXI.

They shall from time to time contract with Tradesmen for the supply of provisions and other necessaries for the house, and control the expenditure in every department ; but shall not expend more than £300 on any one alteration or work without first submitting their proposition for a larger outlay to a Special Court or the next Quarterly Court. The Chairman of each Meeting shall sign checks upon the Treasurer or Treasurers for the bills and claims allowed.

Expenditure of Money.

Mode of payment.

XXII.

They shall report their proceedings to the Quarterly Courts, and as far as possible prepare the business to be discussed at those Courts.

To report to Quarterly Courts.

XXIII.

Every complaint made to the Committee against any Officer for neglect or misconduct in the discharge of his duty shall be examined into by them, entered on their minutes, and referred, if considered necessary, to the next Quarterly Court, which shall inquire into the grounds

Officers, Complaints against

of the complaint, and give judgment accordingly; but in such cases as shall appear to the Committee to involve the necessity of a dismissal, a Special Court shall be immediately summoned, whose judgment shall be final. The Committee shall have power meanwhile to suspend the officer and, if necessary, to appoint a substitute.

XXIV.

Directors empowered to attend Committees. Any Director may attend the Meetings of the Committee, and suggest what he may think proper for their consideration, but shall not be entitled to vote thereon.

XXV.

Special Meetings. The House Visitors, any five Directors, or the Superintendent, may require the Secretary to summon Meetings of the Committee of Management. Three clear days' notice by letter shall be given of all such Meetings.

[See also the Rules for the Admission, Treatment, and Discharge of Patients.]

HOUSE VISITORS.

XXVI.

To inspect the Establishment. They shall have power to inspect the Establishment and its arrangements as often as they shall think fit. They shall not converse with such patients as the Superintendent requests may be kept private; these, however, should be visited in order to ascertain that they are kept clean and are properly attended to.

XXVII.

To report in a Book. They shall report in a book to be kept for the purpose, the day and hour when they visit; the condition in which they find the house, the patients, and servants; and in particular shall mention whether any patients are in seclusion, and whatever else they may think worthy of observation or remark. These Reports shall be laid before all Meetings of the Committee or of the Directors, and be open at all times to the inspection of individual Directors.

TREASURER OR TREASURERS.

XXVIII.

The receipts and payments of all descriptions on account Duties. of the Asylum, shall be made through the hands of the Treasurer or Treasurers, who shall enter a regular account thereof in a book to be provided for that purpose, which shall be produced to the Committee, and to all General and Special Courts when required.

XXIX.

All Drafts upon the Treasurer or Treasurers shall be signed by the Chairman of a General Court or Committee. Authority for payments.

MEDICAL SUPERINTENDENT.

XXX.

He shall either be a Doctor of Medicine of one of the Qualification, Universities of the United Kingdom where residence and exercise are required to obtain a degree, or a Fellow or Member of the Royal College of Surgeons of England; and shall have had experience in the treatment of insanity.

XXXI.

He shall reside within the grounds of the Asylum. He shall possess authority as to the classification, employment, amusement, instruction, and medical treatment of the Patients. He shall have the entire control and management of all the Officers and Servants, subject to the Rules of the Institution. He shall report to the Committee of Management all matters of moment affecting either the Officers, Patients, or Servants of the house. He shall give up his whole time to the duties of his office; and shall not either directly or indirectly have an interest in any other house for the reception of Lunatics; nor shall he visit any Patient out of the house without reporting the same to the Committee, and paying over to the credit of the Institution any fees received for such attendance.

He To reside within the Grounds and to give up his whole time to the duties of his office.

XXXII.

Admission of
Patients.

He shall be responsible for the admission of all Patients, and shall see that the Acts of Parliament affecting them are faithfully carried out. He shall report to the Committee of Management in his Journal all admissions, noticing also the state in which the Patients come to the Asylum, and the rate of Board proposed for Private Patients. He shall not discharge or give leave of absence to Pauper Patients for more than three days, without giving the Committee an opportunity of seeing them.

Discharge of
Patients.

XXXIII.

Books.

He shall be responsible for the proper keeping by himself and the different officers of all books required under the Lunacy Laws, and by the Committee of Management.

XXXIV.

Visit to the
Patients.

He shall once at least in each day visit every Ward, Room, and Airing-ground, and see every Patient; he shall frequently examine the house with great care at night, and enter such visit in his Journal. During meals he shall frequently examine the different rooms, observe the state of the provisions as to cooking, cleanliness, and equality of distribution; the conduct of the Attendants, and treatment of the Patients.

XXXV.

Engagement,
&c., of Atten-
dants and
Servants.

He shall have authority to engage upon trial all Attendants, Nurses, Servants, Trades Instructors, and all other persons employed about the Asylum or the grounds, duly reporting such engagements to the next Meeting of the Committee of Management for confirmation and appointment. He shall provide and give a Copy of the Rules and Regulations drawn up for their particular guidance to each of them when hired, and he shall have power to suspend, and during such suspension exclude from the premises, if he shall deem it necessary, any attendant, servant, or other person employed in the Institution, duly reporting the circumstances to the Committee of Management at their next Meeting; and he may engage a substitute for any person so suspended, till the next Meeting of the Committee.

XXXVI.

He shall see that the buildings and works are in a proper Buildings.
state of repair, and report any defect therein to the
Committee of Management. Any repairs or alterations
requiring urgent attention may be ordered by the Superin-
tendent, between the Meetings of the Committee, provided
the cost of such repairs or alterations does not exceed £5 ;
or with the consent of the Chairman or Vice-Chairman,
provided the cost does not exceed £20. All such expendi-
ture shall be reported to the next meeting of the Committee
of Management, which may be specially summoned when
larger expenditure is urgently necessary.

XXXVII.

On the requisition of the House Surgeon he shall order Medicines.
all drugs and medical preparations, and the same shall be
purchased as the Committee may direct.

XXXVIII.

He shall never be absent from the Asylum without in- Leave of
forming the Assistant Medical Officer where he may be Absence.
found ; nor for more than three days without leave of the
Committee of Management. He shall regularly enter in
his Journal all absences of himself, or the other officers of
the Institution, for periods exceeding twelve hours.

XXXIX.

He shall regulate and determine the diet of the sick and Sick diet, and
infirm Patients, and shall report from time to time to quality of
the Committee of Management on the quality of the pro- Provisions.
visions furnished to the House.

XL.

He shall promote as much as possible the employment or Employment
exercise of the Patients in the open air, their occupation in of Patients.
their several callings, and their instruction in useful trades.

XLI.

He shall point out to the Chaplain such patients as he Chaplain's
shall consider capable of receiving religious instruction. He Duties.
shall inspect all letters written or received by Patients
(except those addressed to the Commissioners in Lunacy, Patients
or the Committee of Management, which shall be sent un- letters.
opened), and shall lay before the Committee of Management

at their next Meeting such letters of Private Patients as he may think proper to withhold.

XLII.

To exclude
all persons
affected with
infectious
diseases.

He shall exclude from admission into the Asylum, persons afflicted with small pox, typhus or scarlet fevers, measles, or other contagious or infectious disease, and also persons coming from any district or place in which he knows such diseases may be prevalent, and he shall report such exclusion to the Committee of Management at their next Meeting.

XLIII.

Medical
assistance.

Should any case of danger or difficulty arise, he shall have authority to call to his assistance in consultation any Registered Physician or Surgeon.

XLIV.

Annual Report

He shall make to the Committee of Management at their Meeting in January in each year, a report of the number of admissions, discharges, and deaths during the past year, and he shall add any observations respecting the general condition of the patients and other matters he may judge expedient for the purpose of showing the state and management of the Asylum, and of improving its efficiency.

CHAPLAIN.

XLV.

Sunday Duties

Every Sunday throughout the year, at such hour or hours as shall be appointed by the Committee of Management, the Chaplain shall perform Divine Service according to the Forms and Liturgy of the Church of England, concluding the same with a Sermon.

XLVI.

Sacrament of
the Lord's
Supper.

He shall be always ready to administer the Sacrament of the Lord's Supper to such persons as shall be deemed fit by himself and the Superintendent to receive it.

XLVII.

Other Duties.

He shall give full and due attention to the duties of his office, at such times and under such regulations as the

Committee of Management may ordain. He shall not undertake any other cure of souls, or take private pupils, without the permission of the Committee of Management. Besides the Sunday duties he shall read prayers and perform service at such times and in such manner as the Committee, with the advice of the Superintendent, shall appoint; and at all fitting times shall give his attendance for the purpose of affording religious consolation and instruction to any of the Patients, with the concurrence of the Superintendent.

XLVIII.

He shall have charge of the Library, and regulate the circulation of books, papers, and periodicals, amongst the patients, conjointly with the Superintendent. To act as Librarian.

XLIX.

He shall never absent himself without arranging with the Superintendent for the daily prayers; nor for more than three days without leave from the Committee of Management. Leave of Absence.

ASSISTANT MEDICAL OFFICER.

L.

He shall be a duly registered Practitioner both in Medicine and Surgery. Qualification.

LI.

He shall reside in the Asylum, and shall give up the whole of his time to the duties of his office; he shall, under the direction of the Superintendent, assist in the general management of the Asylum, and in the event of the absence of the Superintendent he shall undertake the discharge of his duties, and be responsible for the same during such absence.

LII.

He shall attend the Superintendent on his periodical visits when required; and shall make up all the medicines, and take care that the same are properly administered. To act as Apothecary.

LIII.

Visits to the
Patients.

He shall visit every Ward and Patient at least twice a day, in the Morning and Evening, and at his Morning visit he shall send to the Steward the orders for sick or extra diet. He shall also make occasional visits to the Patients at night, accompanied in the Female Wards by the Matron, or some responsible person nominated by her.

LIV.

To keep a
Diary.

He shall keep a Diary, in which he shall enter from day to day a full account of every important circumstance that may occur in the Institution, including the number of sick patients. This Diary is to be submitted to and signed by the Superintendent every evening. It shall be laid before the Committee of Management at their several meetings.

LV.

To attend Di-
vine Worship.

In the absence of the Medical Superintendent, he shall always attend at the celebration of Divine Worship on Sundays, and also at Daily Prayers when possible.

LVI.

Leave of
Absence.

He shall never be absent without the permission of the Superintendent, nor for more than three days without the consent of the Committee of Management; nor shall he be absent, under any circumstances, together with the Superintendent.

LVII.

To report
irregularities.

He shall not fail to acquaint the Superintendent immediately with any irregularity that he may happen to observe or discover in the conduct of any person employed in the service of the Institution.

LVIII.

Case Book and
Medical Jour-
nal.

He shall keep the Case Book according to the form used in the Asylum, and shall at the end of every week make the necessary entries in the Medical Journal.

MATRON.

LIX.

She shall reside in the Asylum, and give up the whole of her time to the duties of her office. She shall exercise over the Female Patients, Attendants, and Servants, a vigilant supervision, subject to the direction of the Medical Superintendent; and she is with great care to examine their apartments, day rooms, and galleries at least twice a day and to be responsible for the condition of the same. She shall see all the Female Patients, at least twice a day, and shall report all illnesses and casualties to one of the Medical Officers as soon as they occur.

LX.

She shall be responsible for the cleanliness and good order of the Officers' apartments, board-room, passages, kitchen and kitchen offices, and of all parts of the centre building, in which Female Servants or Patients are employed. She shall have control over the Kitchen and Household Servants and regulate the order of the Servants' Hall.

LXI.

She shall have charge of, and regulate the Kitchen Department, and shall superintend the preparation of the meals for the Patients, Officers, Attendants, and Servants, see that the articles of food are properly dressed, and served up at the appointed hours.

LXII.

She shall make herself fully acquainted with the diet scale in use, and it will be her duty from time to time to examine and check by weight the quantity of meat and other provisions served out to the Cook, and to report to the Superintendent any deviation from the fixed quantity, or any inferiority in quality.

LXIII.

She shall have charge of the Bedding and Clothes of the Female Patients after they have been issued by the

Superintend-
ence of Pa-
tients and
Servants.

Superintend-
ence of centre
buildings, &c.

To overlook
Kitchen
Department.

To report to
Superintend-
ent the quality
of provisions.

Duties as to
Ward Stores.

Steward, and take care that each Ward has its proper complement of articles, and see that they are properly marked.

LXIV.

To take Stock once a quarter She shall take stock of all Bedding and Clothing in each Female Ward, in the last week of every Quarter, and check the number of articles with the Ward Inventories; and shall inform the Superintendent of any deficiency or discrepancy.

LXV.

To have charge of Ladies' Clothing. She shall have charge of the Clothing of the Female Private Patients, and see that each Lady's Wardrobe is properly supplied, clean, and in good repair, and to examine the Inventories when a Private Patient is admitted, and before her discharge.

LXVI.

Wash-house and Laundry. She shall overlook the Wash-house and Laundry, and take care that the linen is properly washed, aired, and distributed, she shall also see that the Laundry Maids do their duty in conformity with the rules laid down for their special guidance.

LXVII.

Supplies of Bedding and Clothing made by Patients. She shall from time to time receive from the Steward materials for the purpose of being converted into articles of Clothing, Bedding, &c., and she shall sign a receipt for the same in a book to be kept by the Steward. She shall at the end of every week give to the Steward all articles of Clothing, Bedding, &c., made up by the Female Patients, and she shall specify each article thus furnished, in a book to be kept by herself and signed by the Steward.

LXVIII.

Patients to be encouraged to work. She shall use her best endeavours to induce the Female Patients to occupy themselves in needle and household work, and other fit employments, uniformly enforcing both by example and precept, kindness and gentleness, on the part of the Nurses.

LXIX.

She shall ascertain the wishes of the Superintendent as to the employment or occupation of any patient not previously employed, and shall not permit a patient to be removed from one employment to another without the sanction of the Superintendent.

Employment
of Patients.

LXX.

She shall not fail to acquaint the Superintendent immediately with any irregularity that she may happen to observe in the conduct of any person employed in the service of the Institution.

To report
irregularities.

LXXI.

She shall keep such books as the Committee may direct.

Books.

LXXII.

She shall never be absent from the Asylum without permission of the Superintendent, nor for more than three days without leave of the Committee of Management.

Leave of
Absence.

SECRETARY.

LXXIII.

He shall not follow or be connected with any trade or business, nor hold any other place or employment whatsoever, and shall give such security as the Committee of Management may require.

Security, &c.

LXXIV.

He shall convene all Meetings of the Directors, Committee of Management, and other Committees; and shall attend when required all such meetings to take minutes of the proceedings.

To convene
and attend all
Meetings.

LXXV.

Before each Meeting of the Committee he shall draw out all checks, and prepare a list of the same, and furnish the Committee with the necessary information in regard to them; and shall prepare for each Meeting an Agenda Paper, a copy of which shall be sent to the Superintendent.

Checks and
Agenda Paper

LXXVI.

Annual
Balance Sheet,
Statistical
Tables, and
Report.

After the close of each year he shall prepare an accurate and detailed Balance Sheet of the Accounts, in order to its being laid before the Directors at their Annual Court; he shall also prepare the Statistical Tables for the Annual Report, and have charge of the printing of such Report, subject to the directions of the Committee of Management.

LXXVII.

To attend the
Auditors.

He shall attend the Auditors, and furnish them with all necessary information.

LXXVIII.

Correspond-
ence.

He shall conduct all such correspondence as may be incidental to his Office, or as the Court or Committee of Management may direct.

AS CLERK TO THE ASYLUM.

LXXIX.

He shall take care of all the Books and Papers (except those relating to the Medical duties).

LXXX.

Account
Books, &c.

He shall keep all such books of accounts, and other books, as shall from time to time be ordered by the Committee of Management to be kept in the Establishment, and shall regularly and daily enter therein in such form as they shall direct all such particulars as shall be considered necessary to shew the true state of current accounts, and the affairs of the Establishment, which books shall be kept in the office of the Clerk and Steward, and be subject at all times to the inspection of any Members of the Committee of Management, and of the Superintendent, to whom he shall at any time supply such financial information as he may require.

LXXXI.

He shall keep an account of all monies due from the re- Patients' Ac-
 spective Unions and Private Patients, and once a quarter counts, &c.
 shall make and send out the bills for maintenance to the
 parties liable for the same. He shall keep a debtor and
 creditor account with each Union and Private Patient in the Arrears.
 Ledger of the Asylum, and from time to time inform the
 Committee of all accounts that may be in arrear.

LXXXII.

He shall keep an account of all monies received and paid General
 by the Treasurer, and shall balance the cash book quarterly Accounts.
 and at each quarterly court shall produce a Balance Sheet Quarterly Ba-
 of the Accounts, shewing the then financial state of the lance Sheet.
 Asylum.

LXXXIII.

He shall shew the Superintendent all letters of impor- Letters
 tance he may receive relating to the Asylum, and submit to
 him the replies, keeping copies of the same. Under the
 direction of the Superintendent he shall answer all applica-
 tions relative to the admission of Patients, and when orders
 are given for their discharge, he shall communicate the
 circumstance to their friends, and to the Officers of the
 Parish or Union to which they each may belong.

LXXXIV.

He shall keep the Registers of Patients prescribed by the To forward all
 Lunacy Acts, and shall make out and transmit in the returns, &c.
 manner and at the times directed by such Acts, all returns to Commis-
 and notices required to be transmitted to the Commissioners sioners in
 in Lunacy and other authorities. He shall also make out Lunacy, and
 all financial returns which may from time to time be to keep the
 required. Registers.

AS STEWARD.

LXXXV.

Charge of
Stores.

He shall have charge of the Stores of every description, for which he shall be responsible to the Committee, and give such security as the Committee of Management may require.

LXXXVI.

Receipt of
Stores.

He shall order in writing, according to the form provided for that purpose, all stores or goods required, and shall examine and take care that all stores supplied by contract agree with the samples and tenders, and that all provisions and other articles be of proper quality, and he shall receive no goods, stores, or provisions into the Asylum without an invoice, which shall be signed by him and filed: the order books shall be produced at every Meeting of the Committee of Management.

LXXXVII.

Want Book.

He shall keep a "Want Book" into which he shall enter any extra-ordinary articles, stores, or provisions that may be required, which book must be presented to the Committee of Management every month for signature, and he shall obtain no such articles, stores, or provisions, without such signature, except in cases of emergency, when the Book must be signed by the Superintendent.

LXXXVIII.

Issue of Stores

He shall not issue to any person in the establishment any article of consumption beyond the ordinary rations, unless by the written order of the Superintendent, or, in his absence, of the House Surgeon; all such extra allowances to be entered regularly into the Extra Diet Book.

LXXXIX.

To check
weight and
measurement
of supplies.

He shall check the weight and measurement, as the case may be, of all articles supplied to the Asylum, and shall immediately enter in his Day Book, any failure in the quantity or quality of such articles, or any rejection of the same.

XC.

He shall make a regular inspection at least once a quarter, of the stock of the Male Attendants, check the number of articles with the inventories, and afterwards report to the Superintendent the state of the stock in each Ward. ^{Taking of Ward Stock.}

XCI.

He shall keep books to shew the receipt and consumption of all stores and provisions. He shall twice in the year, before the Quarterly Meetings in June and December (and oftener if required by the Committee) make an inspection of all articles, tools, &c., in the tradesmen's shops, cellars, and stores; and also once a year in December, of all tools, implements, and stock on the farm and garden; he shall check the number of articles with the former inventories or stock books, and report to the Superintendent the result of each inspection; the report will afterwards be laid before the Committee of Management, by the Superintendent. ^{Taking of Stock in Shops, Stores, and Farm.}

XCII.

He shall from his stores supply the Matron and Tradesmen with the necessary materials to be converted into articles of Clothing, Bedding, &c.; and shall at the time of furnishing such materials, enter an account of the same into Books kept by himself, and signed by the Matron, or Tradesmen. ^{Supplies of Materials for work to Matron and Tradesmen.}

XCIII.

He shall receive from the Tradesmen at the end of each week all articles of Clothing, Bedding, &c., that have been made up during the week; he shall also, at the same time, receive from the Matron all articles made up on the Female Side, and shall on every such receipt sign books containing a list of articles received, which shall be presented to the Superintendent every week. ^{Receipt of articles made in shops and Work-rooms.}

XCIV.

He shall every Saturday Morning receive from the Chief Attendant and Chief Nurse, the Want Books from the ^{Ward supplies}

different Wards, which books will contain a list of any articles required to keep up the stock, according to the Inventories ; and on the following Tuesday Morning he shall serve out such articles to the Chief Attendant and Chief Nurse, who shall at the same time sign a receipt in each Want Book.

XCV.

All articles
issued from
Stores to be
marked.

All articles issued from the Steward's Stores for the use of the Wards or household work, must be marked before being sent out with the Asylum mark, and the number of the Ward, or the name of the department to which it is to be sent.

XCVI.

Private
Patients'
Clothing.

Upon the Admission of any Male Private Patient he shall receive from the Chief Attendant a list of the Clothing received with such Patient, and shall enter the same into a book to be kept by himself, and he shall at least once a quarter examine the Ward Inventories of the Clothing of Private Patients and see that they are correct, and report the result to the Superintendent, this must also be done when a Private Patient is about to be discharged.

XCVII.

Money, Jewel-
lery, &c., found
on Patients.

He shall take the charge of all money, jewellery, or other valuables found upon Patients, Male or Female, on admission (except under special circumstances, when the Superintendent may allow them to be kept by the Patient), and he shall enter an account of the same in a book to be called "Patients' Property Book," which shall be produced at each meeting of the Committee of Management.

XCVIII.

Kitchen De-
partment.

He shall superintend the weighing and measuring out of the provisions, so as to suit the Diet Tables, and see that everything required for Kitchen use is served out to the Cook at the proper time ; and he must on no account allow any person except himself or his assistants to measure and issue the wine, stout spirits, or other extras which may be ordered.

XCIX.

He shall every morning, before nine o'clock, fill up two Diet Tables printed forms of a Diet Table, which shall specify the kind of meat, vegetables, and other provisions which are to be served out for the dinners of that day to the Officers, Servants, and different wards, one of these forms shall be sent to the Superintendents' Office, and the other hung up in the Kitchen, for the use and information of the Matron.

C.

He shall not dispose of any of the Property of the Sales of Institution, except the ordinary waste, which it may be ^{Property.} necessary to sell or otherwise alienate, without a direct order to that effect given to him either by the Committee of Management or the Superintendent.

CI.

He shall overlook the Trades Instructors and Artizans, Workmen. and superintend generally the manufacture of articles by the Male Patients, and he shall keep such accounts as shall shew the profit or loss in each department.

CII.

He shall at the end of every week, check the Work ^{Workmen's Time Books.} Books and Time Books of the Tradesmen and other persons employed about the Institution, which, after having been certified by him, shall be submitted to the Superintendent.

CIII.

On the receipt of a Requisition, signed by the Superin- ^{Orders to Tradesmen.} tendent, he shall give the necessary orders to the Tradesmen for any repairs or other work required to be done, but no work of any kind must be undertaken, or fresh orders given to the Tradesmen, without the sanction of the Superintendent.

CIV.

He shall not fail to acquaint the Superintendent imme- ^{To report irregularities.} diately with any irregularity which he may happen to observe or discover in the conduct of any person employed in the service of the Institution.

CV.

Day Book. He shall keep a Day-book of all matters coming within his department, which shall be laid before each meeting of the Committee, and be open to the daily inspection of the Superintendent.

CVI.

Leave of
Absence. He shall never absent himself without the permission of the Superintendent, nor for more than three days without the consent of the Committee of Management, and he shall make an entry of his absence for more than one day in his Day Book.

CLERK AND STEWARDS' ASSISTANT.

CVII.

Duties. He shall perform his duties immediately under the direction of the Clerk and Steward, and he shall render such assistance as may be required in the Book Keeping, Stores, and other matters connected with the Clerk and Steward's department.

CVIII.

Leave of
Absence. He shall never absent himself from his duties without the permission of the Superintendent, and the Secretary and Steward, nor shall he be absent at any time together with the latter officer.

CIX.

Responsibility In the temporary absence of the Secretary and Steward, he will be responsible for the due and proper performance of the duties connected with his office.

ADMISSION OF PATIENTS.

CX.

Forms of
Admissions. Patients shall not be admitted into the Asylum except under the provisions of the Acts of Parliament relating thereto, preference being given, so far as possible, to Inhabitants of the County of Northampton.

CXI.

When a Patient is admitted, the Board until next Quarter-day, as fixed by the Committee, shall be paid in advance to the Treasurer, and afterwards in advance Quarterly, unless otherwise agreed upon, on the first day of January, the first of April, the first of July, and the first of October; the friends of any Private Patient shall not be entitled to any return of Board, on account of the Removal or death of such Patient during the first Quarter after admission. A separate charge shall be made for all wines, spirits, and clothes supplied to the Private Patients, unless a special agreement shall have been made to the contrary; and all payments in respect of Patients, whether Private or Pauper, shall be regulated by the Committee of Management, with the advice of the Superintendent.

Board to be paid for in advance.
No return to be made for the first quarter.
Wine, &c., extras.
Committee to regulate all payments.

CXII.

As the friends of Patients may sometimes find it difficult to procure a proper person to accompany them to the Asylum, an experienced Attendant will, on application to the Superintendent, be provided, and his time and expenses only charged.

An Attendant may be obtained to accompany Patients to the Asylum.

DISCHARGE OR REMOVAL OF PATIENTS.

CXIII.

Patients shall be removed or discharged by the Superintendent under the provisions of existing laws.

Discharge.

CXIV.

In cases where there is no interference on the part of friends, the removal shall be regulated in the following manner:—If it should appear to the Superintendent that a Patient is fit for removal, the Clerk shall immediately give seven days' notice to the friends who signed the order of admission, and the Superintendent shall recommend the Committee to give the necessary orders for the removal.

CXV.

Patients to go out upon trial. The Superintendent is recommended, when it can be done with due regard to the state of Patients, to allow them to go out on trial, as provided for by the existing laws.

GENERAL MANAGEMENT & TREATMENT OF PATIENTS.

CXVI.

The Patients shall be treated with all the gentleness and indulgence of which their situation will admit.

CXVII.

The Dietary of the Patients shall be as follows :—

DIET TABLE.

PAUPER PATIENTS.

BREAKFAST.

Males—6 ozs. of bread, $\frac{1}{2}$ oz. butter, and 1 pint of coffee.
Females—6 ozs. of bread, $\frac{1}{2}$ oz. butter, and 1 pint of tea.

DINNER.

Sundays Tuesdays Thursdays	}	Males—11 oz. of uncooked meat, 12 oz. uncooked vegetables, 3oz. bread, & $\frac{3}{4}$ pint of beer. Females—9 oz. of uncooked meat, 12 oz. uncooked vegetables, 3oz. bread, & $\frac{1}{2}$ pint of beer.
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Mondays and Fridays	}	Males—1 $\frac{1}{4}$ lb. Irish stew, 3 oz. bread, and $\frac{3}{4}$ pint of beer. Females—1 lb. Irish stew, 3 oz. bread, and $\frac{1}{2}$ pint of beer.
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Wednesdays and Saturdays	}	Males—16 oz. meat pie, and $\frac{3}{4}$ pint of beer. Females—12 oz. meat pie, and $\frac{1}{2}$ pint of beer.
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TEA.

Males—6 oz. bread, $\frac{1}{2}$ oz. butter, and 1 pint of tea.
Females—6 oz. bread, $\frac{1}{2}$ oz. butter, and 1 pint of tea.

SCALE, &c., OF ARTICLES UNDERMENTIONED.

Per gallon.

Tea—1 oz. of tea, 3 oz. sugar, and $\frac{1}{2}$ pint new milk.Coffee—3 oz. of coffee, 5 oz. sugar, and $\frac{3}{4}$ pint of new milk.

Per pound.

Meat pie—2 oz. uncooked meat, 12 oz. uncooked potatoes,
5 oz. flour, with dripping.Irish Stew—2 oz. meat, 10 oz. potatoes, seasoned with
pepper, salt, and onions. The liquor of the
previous day's boiled meat is added to the
Irish stew.

EXTRAS FOR INDUSTRIOUS PATIENTS.

Female Patients employed in the Laundry, the workers on the Farm, Artizans, Ward and Household Helpers, have four ounces of bread, one ounce of cheese, and a pint of beer extra, daily.

Tobacco and Snuff are also allowed to Industrious Patients.

Wine, Porter, and Extra Diet are allowed to the sick at the discretion of the Superintendent.

PRIVATE PATIENTS:

Weekly allowance per Patient.

MALES.—6 lbs. uncooked meat, 7 lbs. uncooked vegetables, 7 lbs. bread, 12 ozs. cheese, $10\frac{1}{2}$ pints of beer, 8 ozs. butter, 2 ozs. tea, 8 ozs. sugar, $1\frac{1}{2}$ pint new milk, pudding four times a week, fish, poultry, and fruit when in season; besides extra diet if required.

ATTENDANTS.—Same allowance, except fish and poultry, with the addition of $3\frac{1}{2}$ pints of beer.

FEMALES.— $4\frac{1}{2}$ lbs. uncooked meat, 7 lbs. uncooked vegetables, $5\frac{1}{4}$ lbs. bread, 12 ozs. cheese, 7 pints of beer, 8 ozs. butter, 2 ozs. tea (or 1 oz. tea and 4 ozs coffee), 8 ozs. sugar, $1\frac{1}{2}$ pint new milk; pudding four times a week, fish, poultry, and fruit when in season; besides extra diet if required.

NURSES.—Same allowance, except fish and poultry.

CXVIII.

The method in which the dinners are cooked, as regards roasting, boiling, &c., must be varied as much as possible.

CXIX.

Alteration of
Dietary.

The before-mentioned dietary shall be altered from time to time, as the Committee of Management, after consultation with the Superintendent, shall think expedient. In the meantime that officer shall direct such a change of diet for individual Patients as he may judge their health to require. No change in the Diet Table, even of a temporary character, shall be made without the permission of the Superintendent, and no permanent change shall be made without the sanction of the Committee of Management.

CXX.

Wine, &c., not
allowed unless
prescribed.

Strong Beer, Wine, or Spirits, shall not be given to any of the Patients, unless prescribed by the Superintendent. Any article sent for particular Patients by their friends, shall only be given to them after permission has been granted by the Superintendent.

CXXI.

Special treat-
ment of Pa-
tients accord-
ing to Pay-
ments.

Private Patients shall, as a general rule, be lodged separate from the Pauper Patients, and the Committee, with the advice of the Superintendent, shall, so far as possible, regulate their treatment according to the amount of their payments.

CXXII.

The convalescent and quiet Patients shall be separated ^{Classification.} as much as possible from those who are refractory, noisy, or dangerous; and the clean shall at all times be separated from the dirty Patients.

CXXIII.

There shall always be a sufficient supply of clothing kept in ^{Clothing.} the wards to enable the Male Patients to change their shirts, and socks twice a week; and the Females their under-linen at least once a week. Each Male shall also be supplied with a suit of working clothes, and a change for Sundays.

CXXIV.

One room at least on the male side, and the same on the ^{Infirmaries.} female side, shall be appropriated as Infirmaries for the different sexes.

CXXV.

The male and female Patients shall be kept in separate ^{Separation of} wards; and no male Attendant, Servant, or Patient, shall ^{Sexes.} be allowed to enter the Female Wards, nor any Female Attendant, Servant, or Patient, to enter the Male Wards, except in cases where the Superintendent shall deem it advisable.

CXXVI.

All dormitories for Patients (except single rooms) shall ^{Dormitory} contain at least three beds. A space of at least 2 feet 6 ^{accomodation.} inches, shall be kept between the beds, and no more than one Patient shall sleep in each bed.

CXXVII.

One Attendant shall sleep in or near, so as to overlook ^{Supervision of} each Dormitory, and shall have a light burning through the ^{Dormitories.} night, or have means of immediately obtaining one.

CXXVIII.

All day rooms, dormitories, separate rooms, and passages, ^{Cleaning and} shall be washed, or otherwise thoroughly cleansed, at least ^{purification of} ^{Wards.}

twice a week, and swept every morning, and the walls of all single rooms, dormitories, water closets, &c., shall be scraped and lime-washed or coloured at least once a year.

CXXIX.

Distribution
of Books in
the Wards.

A supply of Books and Publications of a cheerful nature, (in addition to Bibles and Prayer-books,) shall be provided, and kept up in case of destruction, and these shall be regularly distributed throughout the different Wards, by the Chaplain : and various means of amusement shall be placed at the disposal of the Patients of both sexes, and they shall be encouraged to have frequent recourse thereto.

CXXX.

Exercise of
Patients.

The Airing Courts attached to the several Wards shall be open to the Patients for at least three hours in the morning, and three hours in the afternoon, when the weather is suitable.

CXXXI.

Examination
of Patients on
Admission.

The person of every Patient (Male and Female) shall immediately after admission be carefully examined, if a male, by the Chief Attendant, in the presence of the Assistant Medical Officer; if a female, by the Chief Nurse, in the presence of the Matron, who shall forthwith report in writing, the bodily condition of the Patients, and especially any bruise, injury, or mark, which may have been observed in such examination ; and it shall be the duty of the Superintendent, upon receiving notice of the existence of any recent injury or apparent bodily disorder, at once, himself, to make a personal examination of the Patient.

CXXXII.

Industry to be
encouraged.

During the day, Patients shall be employed as much as practicable out of doors. Workshops and tools shall be provided, and Patients shall be encouraged to follow some calling, either shoe-making, tailoring, or other common and useful trade ; needlework, straw-work, and other suitable employments shall be provided for the women.

CXXXIII.

All Guardians and Overseers of the Poor are invited to ^{Union and Parish Officers} visits the Patients belonging to their respective Parishes or ^{invited to visit} Unions from time to time, and to make particular enquiries as to their treatment and fitness for discharge.

CXXXIV.

No Stranger shall be admitted into any part of the ^{Visits of Strangers.} Asylum occupied by Patients, except with the permission of the Superintendent. In all cases persons so admitted shall be accompanied by the Superintendent, or should he be engaged, by the Assistant Medical Officer or Matron, or by the Chief Attendant or Chief Nurse.

CXXXV.

The relations of Patients may, on application, and with ^{Visits of Relatives.} the consent of the Superintendent, see them on any day once a fortnight, between 10 and 12 in the morning, and 2 and 4 in the afternoon. On Sundays, Patients can only be seen in special cases, to be approved by the Superintendent.

CXXXVI.

Whenever the Superintendent shall deem it ^{Superintendent may refuse} ~~unadvisable~~ to allow friends and relations to have an interview with a ^{interviews.} Patient, he may refuse such interview, stating to them his reasons; and also entering the same in his Journal. The Superintendent is recommended, when it can be done with due regard to the state of the Patient, to allow relations and friends to relieve their minds by seeing the Patient, although he cannot allow any personal communication.

CXXXVII.

If the relations of a Patient require that a Physician or a ^{Extra Medical Advice.} Surgeon not connected with the Institution be consulted, they shall have the choice of such Physician or Surgeon, but shall bear the expense thus incurred.

CXXXVIII.

The names of the Patients shall on no account be ^{Names and} ~~un-~~ necessarily disclosed, nor any circumstance divulged which ^{circumstances} can in the least degree hurt the feelings of their friends or ^{of Patients not} ~~to be disclosed~~ relations.

CXXXIX.

Public Amusements. No Patient shall be allowed to go to places of public amusement, except with the permission of the Superintendent, and under proper guardianship.

CXL.

In case of a death by violence Committee to be summoned. In all cases of violent or sudden death occurring in the Asylum, notice shall be given forthwith by the Superintendent to the Coroner, and an inquest held if necessary, provided always that in case of violent death, the Superintendent shall desire the Secretary to summon a meeting of the Committee on the fourth day after the occurrence.

CXLI.

Mode of interment.

The body of a deceased Patient shall be delivered, if requested, to the relations, or Officers of the Parish to which the deceased belonged; if not claimed, it shall be buried in some parochial burying ground or cemetery in the town of Northampton, on the fourth day after death, unless from any peculiar circumstances an earlier interment shall be deemed necessary by the Superintendent and Assistant Medical Officer, in which case a statement of the reasons for such early interment shall be inserted in the Journal of the Superintendent.

CXLII.

Post Mortem Examination.

A *post mortem* examination of any Patient dying in the Institution shall not take place, except by order of the Coroner, or by permission of some near relation of the deceased, and then only in the presence of the Medical Officers of the Institution, and any other Medical Man, if the friends or the Coroner require it; and the Superintendent shall accurately register the result of such examination in a book kept for the purpose, which register shall always be duly attested by the respective signatures of those present at the examination.

CXLIH.

No Male Friend shall remain in a room with a Female Patient, nor a Female Friend with a Male Patient, unless an Attendant or third person is present.

Attendant to
be present at
interviews
with friends.

CXLIV.

No Officer, Attendant, Nurse, or other person employed about the Institution, nor any person visiting a Patient, will be allowed to convey a letter or Message from, or forward, or give the same to any Patient, without leave from the Superintendent.

Letters and
messages.

CXLV.

The Attendants and Servants shall obey, and be subject to, such regulations as the Committee shall from time to time make.

Attendants'
and Servants'
Regulations.

CXLVI.

The Attendants and Servants shall be assembled by the Assistant Medical Officer and Matron for prayers every evening, at half-past nine o'clock.

Evening
Prayers.

CXLVII.

No candle or lamp shall be used in the Wards or Dormitories unless properly enclosed with a shade, and every precaution must be taken to avoid the terrible consequence of fire.

Precautions
against fire.

I approve of the foregoing Rules for the Government of the Saint Andrew's Hospital for Mental Diseases, Northampton.

R. ASSHETON CROSS,

SECRETARY OF STATE

WHITEHALL,

3RD NOVEMBER, 1878.

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